

**HARRISBURG PARKS AND RECREATION
BANNER POSTING REQUEST
Front & Forster Street**

Name of Applicant: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: Home: _____ **Work:** _____

Sponsoring Organization

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ ***Date of Event:*** _____

Title of Event or Activity: _____

Printed Message on Banner: _____

Request Placement Date (usually done on Mondays): _____

Removal Date (usually done on Mondays): _____

FEE: \$100 FOR TWO WEEKS -
\$15 FOR EACH CONSECUTIVE WEEK

BANNER POSTING POLICIES AND PROCEDURES

Read and initial each statement

INITIAL

DEPARTMENT STATEMENT, POLICY, PROCEDURE

All banners must be 20' to 40' long by 3' tall.

All banners must be made of heavy-duty reinforced vinyl. (minimum 14 oz.)

All banners must be stitched seamed on 4-sides with metal D-rings at each corner and grommets spaced every 3' along the top. Loose D-rings will not be returned.

(OVER)

BANNER POSTING POLICIES AND PROCEDURES

Read and initial each statement (continued)

INITIAL

DEPARTMENT STATEMENT, POLICY, PROCEDURE

_____	All banners must have at one wind slit per square foot.
_____	At least 100' of nylon posting rope must be provided. Clothesline is unacceptable.
_____	Banners that do not adhere to these specifications will not be posted.
_____	Only banners relative to an event or activity taking place within City limits that the primary sponsor is a non-profit organization, will be posted.
_____	The event or activity must have some benefit to the City of Harrisburg. The City reserves the right to determine priority among conflicting requests for the same time period. City sponsored events or activities take precedence over all other events or activities.
_____	The City reserves the right to cancel any approved banner posting permit. If the City cancels a permit a refund will be issued.
_____	No political or pornographic banner of any kind may be considered for placement.
_____	All banners will be installed or removed on Mondays (between 9:00 a.m. and 3:00 p.m.) unless said Monday is a holiday or the necessary staff is committed to a City emergency/event.
_____	Banners must be in the Parks and Recreation office by 5:00 p.m. on the Thursday prior to installation or they will not be placed.
_____	All banner posting requests must be received by the Department of Parks and Recreation at least two weeks prior to the requested posting date.
_____	All banners must be picked up in the Parks and Recreation office by 5:00 p.m. on the Friday after it's removal. If your banner is not picked up by 5:00 p.m. on the Friday after it's removal it will be discarded.
_____	Payment must be made by Check or Money Order made payable to: City Treasurer. No dates will be confirmed or approved without payment.

I, the undersigned, acting as agent of the Requesting Organization, certify that I have read and understand the banner posting policies associated with this request and accept that this banner posting will be canceled, **without refund**, if the banner does not adhere to the aforementioned specifications and/or policies.

Signature of Applicant

Date

APPROVAL SIGNATURE

Charles A. Schulz
Special Events Director, City of Harrisburg
10 North Second Street, Suite 401
Harrisburg, PA 17101-1686
Phone: 717-255-3020 Fax: 717-255-6554

Date